

Capital Projects Request Form – Instructions

1. **Fund/Departmental Activity** – Enter the Fund (e.g. General Fund, Municipal Aid Fund, etc) on this line. If the project is to be charged to more than one fund, please note each applicable fund. Also, note the *primary* department & activity in which the project will reside.
2. **Contact Person, Project Title and Location** – Indicate the person most familiar with the project. Note a short title/identifier for the project and the primary location (i.e. – Fire Station #1, Public Works Garage, Oaklawn Park, etc).
3. **Rated Department Priority** – It is useful to create a rating system similar to the following so that each project is ultimately ranked by the submitting department.
 - a. Dept. Priority – 4, Mandatory; 3, Maintenance, 2; Improves Efficiency; 1, New Service
 - b. Useful Life – 3, 20+ years; 2, 10-19 years; 1, 5-9 years
 - c. Operating Cost Impact – 3, reduce costs; 2, costs unchanged; 1, increases costs
 - d. Effects on cities revenues, 3, increases revenues; 2, revenues unchanged; 1, decreases revenues.
 - e. Availability of Grant Funds (weighted against match %), 3, yes; 0, no

Scores of 16 would rank highest and scores of 4 lowest.

4. **Purpose of Request** – Check appropriate box
5. **Full Project Description** – Attach another sheet if you need more room. Please detail a full and thorough description of the project, including items to be replaced, upgraded, etc., and any new or existing programs the project will serve.
6. **Justification and Useful Life** – Include quantifiable reasons for the project, including applicable statistics. Examples would be new NFPA standards, call logs, accident logs, OSHA standards, attendance data, and prior dates of updates, etc. Note the anticipated useful life of the project before replacement or major upgrades are needed.
7. **Capital Costs** – List the year(s) in which the project would be undertaken. If a multi-year project (such as wastewater plant upgrade) break down the expenditures by fiscal year. Note the fund(s) to which the project will be charged and if financing is through cash or debt service (if known).
8. **Effect on Operating Costs** – It is very important to list the anticipated operating costs for the project. For instance, if a new or replacement building is proposed, note the additional staff and other costs to maintain the facility. If new personnel are required, note those under personnel number.
9. **Effects on Revenues** – If the capital project will produce new revenues, such as new user fees, etc, note those in the appropriate line. Also, if the project is to replace another item, note an estimate on the sale proceeds under gain from sale of assets.
10. **Director Signature** – Please make sure the Department Director signs the request.